

North Dakota Comprehensive Cancer Control (NDCCCP) Sub-Contract Program

REQUEST FOR PROPOSALS

COMMUNITY SUB-CONTRACT APPLICATION ELECTRONIC SUBMISSION

DUE NO LATER THAN 12:00 PM CDT ON JULY 8, 2016

Implementation for the Sub-contract Program Budget Period of
September 2016 – June 2017

North Dakota's Cancer Control Plan provides an integrated strategy of action that highlights activities targeting cancer prevention, early detection, treatment and survivorship, as well as state cancer control priorities. The NDCCCP is soliciting proposals that address North Dakota cancer control priorities.

Proposed activities must take place within the grant period (September 2016 – June 2017) but are not required to extend throughout the entire 10-month period. Applicants may request up to a \$7,000 grant proposal budget. A minimum of eight sub-contracts will be awarded. The proposed budget must reflect the scope of activities and duration of the project. The North Dakota Department of Health (NDDoH) payment process works on a reimbursement basis only. Your agency/organization incurs the expense for budgeted goods and services **before** the NDDoH can pay you.

Applicants must use the 2011-2016 North Dakota Cancer Control Plan and Burden of Cancer Report as a guide in developing their grant proposal. The North Dakota Cancer Control Plan and Burden of Cancer Report can be downloaded at: <https://www.ndcancercoalition.org/>

Funds should be used to address new or continuing cancer-related interventions. Projects must have a focus on North Dakota cancer control priorities (see Appendix 2). Proposals must also include evidence-based interventions and policy, systems, or environmental change (PSE) approaches within the action plan (See Appendix 2 for further details). Policy, systems, and environmental change is a way of modifying the environment to make healthy choices practical and available to all community members.

Any organizations that address priority areas are invited to apply. Past grantees that apply for funds may propose continuation of prior sub-contract project activities, but are required to expand their prior project by adding additional strategies and/or sites.

Subcontract proposals are encouraged to address all areas of the cancer continuum, including prevention, screening, and survivorship. See Appendix 2 for suggested topics.

A minimum of one subcontract will be funded addressing each of the following priority areas:

- Worksite wellness
 - Must include evidence-based strategies to increase physical activity in the workplace
- HPV prevention
- UV safety
- Survivorship

NDCCCP staff will be available to answer questions, review grant applications, and provide recommendations for revisions until **June 24, 2016**.

Below is the schedule that will be followed for this request for grant proposals:

Schedule	Date
Request for grant proposal released	June 10, 2016
Conference call with prospective applicants regarding request for grant proposal application (strongly encouraged) *If the grant writer is not able to attend the call, a substitute may attend on their behalf. Question and Answer	12:30pm CDT on June 20, 2016 1-866-347-9524
Notice of intent required (via e-mail)	June 21, 2016
Last day to request technical assistance with grant proposal from NDCCCP staff	June 28, 2016 at close of business
Proposal submission deadline	12:00 (noon) CDT on July 8, 2016
Notice of grant award issued (via e-mail)	Week of July 18, 2016
<u>Mandatory</u> grantee start-up call *If the project manager is not able to attend the call, a substitute may attend on their behalf.	Week of August 22, 2016
Grantee will receive project contract for signature	August 2016
Grantee signs and returns contract	August 2016
North Dakota Department of Health completes required signatures	September 2016
North Dakota Department of Health returns completed contract to grantee	September 2016
Approximate contract start date	September 6, 2016

INSTRUCTIONS FOR COMPLETING GRANT PROPOSAL

Eligibility

Applicants are eligible to submit a proposal if the individual/organization is or partners with a fiscal agent for the project that is federally tax exempt.

Notification of Intent

Notification of intent to apply is **REQUIRED**. *Deadline for this notice is June 21, 2016*. Please e-mail a “notification of intent to apply” message to ndcc@nd.gov. Applications will not be accepted without the Letter of Intent. Notification must include the following:

1. Topic area to be addressed
2. Contact information of the primary person working on the proposal.

Format of Submission and Receipt of Application

Application may not exceed **12 typewritten pages**, excluding the cover page and letters of support. Proposals must be:

- Typed in Times New Roman font
- Project narrative in a minimum of 11 point font and double spaced (**not to exceed five pages**)
- Action plan and budget in no less than 10.5 point font and single spaced (**not to exceed seven pages combined**)

Proposal Components

1) Cover Page *(not included in the page limit of your proposal)*

(Use template provided)

- Project title
- Applicant information
- Date of proposal submission

2) Project Narrative

*(Use template provided with no more than **five pages**, double-spaced and portrait orientation)*

Topics to include:

Statement of Need and Capacity *(up to one page)*

1. Describe the geographical area and target population you plan to reach. Be as specific as possible.
2. Describe the identified need(s) of your target population and how the needs were determined. List data sources.
3. Describe capacity to implement the proposed project and prior experience implementing similar projects.

Project Description *(up to four pages)*

4. List your project goal(s).
5. List North Dakota cancer control priorities that are met by this project (see Appendix 2).
 - List North Dakota Cancer Control Plan Objectives and/or strategies that will guide your project.
6. Describe the strategies (activities) you plan to implement related to policy, systems and/or environmental change. Indicate evidence-based interventions and adaptations made for your project. *(up to one page)*
7. Indicate plans for sustainability of this project beyond the funded project period. *(limit to one paragraph)*
8. Identify other individuals/organizations you plan on partnering with and their role in the project.
9. Identify at least two project objectives and/or strategies that you plan to evaluate and explain why. *(up to one page)*

3) Action Plan

The action plan will have three primary components: goal(s), objective(s) and strategies.

Goal(s)

- Project goal(s) – Goals are broad, generalized statements about what is to be learned. Think of them as a target to be reached or “hit.”
Example: Improve the quality of life of Ward County residents who are living with cancer.

Objective(s)

- Project objectives – SMART objectives (specific, measurable, achievable, relevant, and timely) are the foundation upon which you base your strategies or activities. You can think of objectives as tools you use to reach your goals. They are arrows you shoot towards your target (goal). Include a baseline and target measurement.
 - Specific:** Cover the who, what, when, and how
 - Measurable:** Have a source to measure progress
 - Achievable:** Be guided by common sense
 - Relevant (or Realistic):** Related to the results that you want to see based on your goal
 - Time-bound (or Timely):** Have a reasonable end date

Example of SMART objective when baseline is known:

By June 17, 2017, 250 Grand Forks County residents 50 and older will report a 20 to 35 percent increase in knowledge of colorectal cancer.

Example of SMART objective when baseline is unknown:

By June 17, 2017, 150 community members will complete a fitness challenge program and report an increased knowledge of 20 percent of the connection between fitness and cancer.

Strategies

- Identify strategies planned to accomplish the objectives – describe in detail and logical order the strategies you plan to implement to meet the objectives.
 - Is this a new or ongoing strategy? Include as many “evidence-based” or “evidence-informed” strategies as possible (for more information on evidence-based and evidence informed strategies see Appendix 1).
 - Denote activities that are PSE approaches by including (PSE) at the end of these strategies.
- Resources needed – may include people, time, monetary, materials, etc.
- Timeline to complete – determine deadlines for strategies to be completed.
- Team member(s) responsible – Identify team members responsible for each project strategy.

To assist the review committee, note plan objectives and strategies within your action that are:

1. Found in the 2011-2017 North Dakota Cancer Control Plan
<https://www.ndcancercoalition.org/>
2. Listed as Evidence-based or Insufficient Evidence in the Community Guide (see Appendix 1)

For information about PSE approaches, contact Janna Pastir at jlpastir@nd.gov.

4) **Evaluation**

Following the award of the sub-contract grant, technical assistance will be given to each grantee to review and assist with the development of a project-specific evaluation plan to identify appropriate evaluation questions, methods, indicators, and timelines.

5) **Estimated Budget and Justification**

Complete the attached budget breakdown and justification document, which includes:

- Organization Name and Project Title
- Budget and justification for requested funds. The budget should include what you are requesting per budget category to be funded. **The primary purpose for the justification is to provide support for funds requested. Please describe how each item will be used within the project and any other information that will aid the proposal review committee in evaluating the proposed budget items.**
- For Personnel, explain the function of the position related to project strategies.
- Indirect costs for the project are to be included as facility in-kind in the budget.
- For an example of estimating costs based on the scope of your application, please see Appendix 3.
- Purchasing of educational items/incentives with sub-contract funds is allowable on a limited basis.
 - The applicant must be able to demonstrate that use of the incentive will enhance implementation of your project objectives. The type of incentive item(s) requested must provide support or reinforcement for objectives and associated activities.
 - Prospective applicants considering inclusion of incentives with sub-contract funds must email the ndcc@nd.gov mailbox for guidelines for purchase of incentives. **A specific form requesting purchase of incentives must be included with the proposal.** This form will be provided to the applicant after determining appropriateness of incentives within the proposed project.
- Any in-kind support projected:
 - Other organizations/individuals providing financial support
 - Your organization's contribution
 - Other contributing partners
 - Monetary – Partner that provides financial support (i.e. another non-federal grant), salary or other purchased items
 - Non-Monetary – Estimate value of non-monetary in-kind (i.e. use of free media, meeting rooms, office supplies and/or fitness equipment.)

****See sample action plan and budget in Appendix 5.***

6) **Letters of Support** *(letters of support are not included in the page limit of your proposal)*

Provide up to two letters of support from key partners who will be working with you on your project. The letters of support should contain the partner's level of involvement in the project and type of anticipated support.

E-MAIL COMPLETED APPLICATION TO: ndcc@nd.gov

Completed application to include:

- Cover page
- Project narrative
- Action plan
- Budget and justification- If requesting incentives, must also submit the incentive request form
- Up to two letters of support from the applicant's key partners

Restrictions and Guidelines

Certain restrictions apply to the use of sub-contract funds., Sub-contract funds may not be used for:

- Any lobbying efforts at the local, state, or federal level.
- Purchasing food
- Screening procedures
- To purchase equipment
- Sub-contract funds are by reimbursement only with no pre-payment allowed.

**All budget items are subject to review and revision if they are determined to not be acceptable for funding.*

Certain guidelines apply for the use of sub-contract funds, including:

- Activities must target residents and tribal communities within North Dakota.
- Materials produced with sub-contract funds must be pre-approved prior to printing, include the North Dakota Comprehensive Cancer Control Program (ND CCCP) logo and follow the North Dakota Department of Health logo printing guidelines (this will be provided if printing is planned).

Review of Submitted Proposals

The sub-contract project review committee members are grant writing experts; however, they are not professionals in cancer prevention and control. It is important to keep this in mind when writing your proposal.

Selection

Completed proposals that comply with the guidelines will be submitted for review. Proposals may receive up to the following maximum number of points for each criterion:

- Following format guidelines = 5 points
- Narrative = 40 points
- Action Plan which includes PSE strategies = 35 points
- Budget = 20 points

For more detailed information on scoring, see Appendix 4.

Notice of Awards

Only one application will be reviewed and/or awarded per organization or individual. Notice of Award letters will be sent via e-mail. An e-mail reply confirming acceptance of grant award is required. Awarded funds will be available for expenditure as designated by the grantee contract.

Addendum 6/17/16: Cancer Centers will be considered as separate entities from the affiliated health systems. Applications will be considered from both but should not be addressing the same strategies.

Sub-contract Project Start Up Conference Call (mandatory)

A start-up conference call for all 2016-2017 sub-contract grantees will be held in August. Notification of the date and times of the call will be provided at the time of grant award. If the program manager is unable to participate in the conference call, a substitute may attend on their behalf.

Communication during project period

There will be scheduled calls as noted below in the reporting requirements with a roster of call topics provided at the beginning of the project period.

Reporting Requirements

Community grant awardees will be required to prepare and submit the following reports and meet the date of submission deadlines. The deadlines may be adapted for projects that are planned to start or end at different times. These reports will be emailed to the primary contact person identified on the cover page after the funding agreement/contract between the North Dakota Department of Health and grantee is signed. The requirements and dates include, but are not limited to:

Report	Date
Request for Reimbursement (RFR) (via electronic billing on the Program Reporting System on the ND Department of Health website)	RFRs may be submitted at the discretion of the grantee. At minimum RFRs must be submitted at the time of interim and final report submission. Final RFR due no later than June 29, 2017.
Scheduled Conference Calls	Brief updates as scheduled
Interim Progress Report	Due February 10, 2017
Project Activities Complete	Due June 16, 2017
Final Report	Due June 29, 2017

Please direct any questions about the application to ndcc@nd.gov or call 701.328.3398 to be directed to an available ND CCCP staff member.

Financial support for this program is provided through the North Dakota Department of Health, Comprehensive Cancer Control Program; and the State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health. Funds are used from the U.S. Centers for Disease Control and Prevention Cooperative Agreement Numbers: 5U58DP003934 and 2U58SP004825